

# MARICOPA COUNTY EMPLOYMENT OPPORTUNITY

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## OPEN COMPETITIVE

### MEDICAL RECORDS TECHNICIAN

POSITION AVAILABLE WITH CORRECTIONAL HEALTH SERVICES

WORK LOCATION MAY VARY

MUST BE WILLING TO WORK DAYS, EVENINGS AND WEEKENDS.

UNCLASSIFIED UNDER MERIT SYSTEM RULES

**RECRUITMENT DATES:** Monday, July 28, 2003 – Friday, August 1, 2003

**SALARY:** \$8.35 - \$9.25 Hour

**POSITION QUALIFICATIONS:** High School diploma or GED required. Candidates with at least one year of medical records experience are highly preferred. Must have the ability to file alphabetically and/or numerically. Must have some computer experience for medical reviewing purposes. This position requires the ability to bend, stoop, lift, push, pull and reach. Must be able to work independently as well as with a team. Successful candidate will be a self-starter, punctual, maintain a good attendance record and possess both excellent communication and people skills.

**ESSENTIAL JOB TASKS:** Processes requests for release of medical record information for continuity of care; legal situations; personal use; any and all other appropriate requests received. Responds to various telephone inquiries. Retrieves medical records for readmission's, releases of information, audits, etc. Purges active and inactive medical records and forwards to central health records services department or off-site storage facility. Files active and inactive medical records. Processes abnormal lab results; orders supplies; attends Medical Records and Forms Committee meetings; performs other duties as assigned. Assemble health records when inmate is going to stay in jail and forward to various jail sites. File loose sheets into active and inactive health care records. Cross-train in other duties as assigned. Supports and participates in quality improvement activities.

**SELECTION PROCEDURE:** The hiring authority will select the successful candidates based on departmental needs.

**FILING PROCESS:** For further information and/or to obtain application materials, please contact :

Jessica Quezada with

Correctional Health Services at (602) 506-1092

111 W. Monroe St., Phoenix, AZ 85003

Fax: (602) 506-2577

**SEND COMPLETED APPLICATIONS DIRECTLY TO  
CORRECTIONAL HEALTH SERVICES ONLY.**

IT IS THE POLICY OF MARICOPA COUNTY  
NOT TO DISCRIMINATE IN EMPLOYMENT OR THE PROVISION OF SERVICES  
AN EQUAL OPPORTUNITY EMPLOYER

**RECRUITMENT CODE: MEDRECTECH / KB**

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